

**U.S. Department of Labor**

Employment and Training Administration  
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Reply to the Attention of: IIPJC

October 21, 2005

<b>REGION 2 PRH SUPPLEMENT</b>
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<b>1.1R4</b>
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**TO:** ALL REGION II JOB CORPS OUTREACH, ADMISSIONS  
DIRECTORS  
ALL REGION II OA OPERATORS

**SUBJECT:** Revised Format for Monthly Outreach and Admissions (OA) Narrative  
Reports

1. **Purpose:** To release the new format for reporting monthly Outreach and Admissions Activity Report
2. **Background:** The Regional Office has made changes to the Outreach and Admissions reporting format. The monthly statistics section has been changed to include a Geographic Assignment Plan (GAP) analysis and a listing of pending arrivals. The format for monthly activities reporting, center visits, staff changes, and significant events has been changed.
3. **Action:** Effective immediately, Outreach and Admissions operators are required to use the revised format (attached) when submitting their monthly OA reports. The reporting date remains the 10<sup>th</sup> day of each month. The initial report will be due on 12/10/05. Copies should be sent your Government Authorized Representative, Regional Director and the Division Chief of Operations at: [intrepidilynn@dol.gov](mailto:intrepidilynn@dol.gov) and [calvo.peter@dol.gov](mailto:calvo.peter@dol.gov) . The Region will also be making available an electronic format that users can access directly from the Region 2 website.
4. **Inquiries:** Any questions regarding this Supplement should be addressed to your Project Manager.

**LYNN INTREPIDI**  
Regional Director  
Office of Job Corps

Attachment

**OUTREACH/ADMISSIONS MONTHLY NARRATIVE REPORT**  
(Due by the 10<sup>th</sup> of each Month)

<b>CONTRACTOR NAME:</b>	
<b>REPORTING PERIOD</b> (Month/Year):	

**1. CONTRACT ANALYSIS**

	MONTHLY				CONTRACT YEAR-TO-DATE		
	Arrivals	Goal	% of Goal		Arrivals	Goal	% of Goal
<b>Males</b>							
<b>Females</b>							
<b>TOTAL</b>							

**2. GEOGRAPHIC ASSIGNMENT PLAN ANALYSIS (Contract Year)**  
(Identify centers in your GAP plan; then list all additional centers under “Other”)

Percent of Contract Year Completed	
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GAP Center	Annual Goal	MALES		Annual Goal	FEMALES		Annual Goal	TOTAL	
		Arrivals to Date	% of Goal		Arrivals to Date	% of Goal		Arrivals to Date	% of Goal
<b>Other Center</b>									

**3. GAP Center Capacity Maintenance (Month/Program Year)**

GAP Center	Contract OBS	Monthly OBS	PYD OBS	Strategies to Achieve Capacity if under 100% for the Month or PYD.

**4.**

**PENDING ARRIVALS** (at the end of the month):

[illegible]

**5.**

**MONTHLY ACTIVITIES/LINKAGES:**

Please indicate the number of linkages made. Be prepared to provide detailed information when asked.

One-Stops:	
Schools:	
Faith-based Organizations	
Community-based Organizations	

**6.**

**CENTER VISITS:**

[illegible]

7. **SIGNIFICANT EVENTS** (e.g., fairs, workshops, etc.):

EVENT DATE	ACTIVITY	LOCATION	PURPOSE

8. **ISSUES/CONCERNS:**